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ABSTRACT

Under Wisconsin state law (Administrative Code P1-6.03) any librarian employed in a public library system or any municipal public library, except in a city of the first class, supported in whole or in part by public funds, must hold state certification. Qualifications are delineated for three grades of certification: grade 1, for public libraries in counties or municipalities of 8,000 population or over; grade 2, for libraries in jurisdictions of 4,000-8,000 population; and grade 3, for areas of 2,000-4,000 population. Instructions are provided for obtaining the librarian's certificate from the Division for Library Services of the State Department of Public Instruction. (SL)

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WHYS

and

HOWS

of

CERTIFICATION

PUBLIC LIBRARIAN CERTIFICATION LAW

WISCONSIN STATUTES
Section 43.09 (1) and (3)

WISCONSIN ADMINISTRATIVE CODE
Section PI–6.03

Wisconsin Department of Public Instruction
Division for Library Services
Madison, Wisconsin

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WHY PUBLIC LIBRARIAN CERTIFICATION?

Through the efforts of the Wisconsin Library Association, certification has been a part of Wisconsin law since 1921. It was, and is, the concern of the association and the Division that public libraries of the state be headed and staffed with qualified librarians. A certificate is the sign and symbol of librarianship as a profession.

PUBLIC LIBRARIANS CERTIFICATES AND STANDARDS (Wisconsin Statutes 43.09 (1) and (3)

(1) Public Librarians. The Division shall issue certificates to public librarians and promulgate, under chapter 227, necessary standards for public librarians. The qualifications for librarians shall be based on education, professional training and experience. Certificates already granted prior to the effective date of this section (1971) shall remain in effect.

(3) Council on Public Library Certificates and Standards. The Council . . . shall advise the division with regard to the development of standards under subsections (1). . .

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CERTIFICATION IS MANDATORY IN WISCONSIN:

Under Wis. Administrative Code PI-6.03 (6)

For Head Librarians

Grade 1 - **Public library Systems** (established under 43.17 – 43.21 Wis. Statutes)

Public libraries in counties or municipalites of 8,000 population or over

Grade 2 - Public libraries in counties or municipalities of not less than 4,000 or more than 8,000 population

Grade 3 - Public libraries in counties or municipalities of not less than 2,000 or more than 4,000 population

Under Wis. Administrative Code PI-6.03 (1)

For all Librarians

Employed in a public library system or any municipal public library, except in a city of the first class, supported in whole or in part by public funds.

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PUBLIC LIBRARIAN CERTIFICATION

(from section PI-6.03 of the Wisconsin Administrative Code)

(1) Any librarian employed in a public library system or any municipal public library, except in a city of the first class, supported in whole or in part by public funds, shall hold certification, as provided in subsection three to seven below. Certificates already granted shall remain in effect.

(2) Applications for librarian certificates under this section shall be made in writing to the division, and with each application for a grade 1 certificate, as provided in subsection (3)(a) below, shall be paid a fee of $5, and with each application for a grade 2 and a grade 3 certificate, as provided in subsections (3)(b) and (3)(c) below, shall be paid a fee of $3.

(3) The following minimum standards are established:

(a) **Grade 1.** Requiring a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, and in addition a fifth-year degree from a library school program accredited by the American Library Association, followed by not less than four (4) years of successful experience in a library of recognized standing. At least one (1) of these years shall have been in a public library.

(b) **Grade 2.** Requiring a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, appropriate course work in librarianship, and not less than two (2) years of successful experience in a library of recognized standing one (1) year of which shall have been in a public library. Either of the following will meet the requirements for appropriate course work in librarianship:

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1. the directed home-study course, A-50, Basic Library Management for Public Librarians, offered by University of Wisconsin Extension; or

2. at least eight (8) college or university credits in the subject areas of library administration, selection of materials, reference, and cataloging and classification.

(c) **Grade 3.** Requiring high school graduation, appropriate course work in librarianship, and one (1) year's successful experience in a public library. The course work requirement may be fulfilled by either the directed home-study course, A-50,Basic Library Management for Public Librarians, offered by University of Wisconsin Extension, or by graduation from an approved two (2) year library technical assistant training program.

(4) Whenever any applicant for a librarian certificate does not have the academic and library school training prescribed in subsection (3), the division may issue to said applicant a certificate of any grade if satisfied by examination or otherwise that the applicant has attainments substantially the equivalent of such prescribed education and training and that all other conditions are met.

(5) The division may issue to any person who has the required academic and library training qualifications, but lacks the required experience, a license to engage in library work for not to exceed one (1) year. If, at the end of the year for which the license is issued, the division is satisfied that the person has done successful library work during the year, it may renew the license from year to year for such additional time as is required to qualify for the librarian certificate required.

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(6) The library board governing any public library system established under sections 43.17 - 43.21, Wis. Stats., shall not employ as head librarian any person who is not qualified to hold a first grade certificate. The library board or other governing body of any municipal public library in a county or a city of 8,000 population or over, except in a city of the first class, shall not employ to fill a vacancy or in a new position created as librarian in charge of such library any person not eligible for or holding first grade certificate; and when such municipal public library is located in a county or a city of not less than 4,000 and not more than 8,000 population, the library board or other governing body shall not employ as such a librarian to fill a vacancy or in a new position any person not eligible for or holding a second grade certificate. When such muncipal public library is located in a county or a city of not less than 2,000 and not more than 4,000 population, the library board or other governing body shall not employ as such librarian to fill a vacancy or in a new position any person not eligible for or holding a third grade certificate.

(7) If the division is of the opinion that any such library board or other governing body is unable to secure a librarian who holds the requisite certificate, the division may grant to the library board a permit to employ a person with out the required certificate for a period not exceeding one (1) year and such permit, in case of emergency, may be once renewed for a period of one (1) year.

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GUIDELINES

1. *The term librarian, as used in the Wisconsin Administrative Code, PI - 6.03 (1) means any person who heads any Wisconsin public library, or public library system or who holds a staff position where he spends a major portion of his time in tasks related to librarianship. This excludes any staff person who devotes a substantial portion of his time to business administration, personnel management, clerical or stenographic tasks.*

2. *In evaluating experience reported for grade 1 applicants, only experience gained after professional training shall be credited. This experience must be of professional nature in a library of recognized standing.*

3. *In evaluating experience reported for grade 2 applicants only experience, gained after appropriate library training, shall be credited.*

4. *In evaluating experience reported for grade 3 applicants only experience gained after appropriate library training shall be credited.*

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HOW TO OBTAIN A CERTIFICATE OR LICENSE

1. Write to the Assistant Superintendent Division for Library Services, State Department of Public Instruction, and ask for an application blank.

2. File the completed application form with–

   a. references
   b. statements evidencing successful completion of academic and library education, and
   c. a fee of $5.00 for Grade 1 and $3.00 for Grades 2 and 3. (No refunds will be made)

3. Applications are reviewed by a staff committee and, in cases of requests for discretionary authority, with representatives of the Wisconsin Library Association. Applications are reviewed three times a year, in March, July, and November.

4. The Assistant Superintendent signs and issues certificates and licenses. They are then sent to the applicant.

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Division for Library Services
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